

Tasking Memorandum No. 00-257

Memorandum For Commanders DCMDs, DCMs

Subject: Contract Property Management System (CPMS) Data Integrity (TASKING)

Date: June 28, 2000

Suspense Date: July 28, 2000

Target Audience: Contract Management Office (CMO) Commanders, Property Administrators


Requirement(s):

- The Contract Property Management System (CPMS) is a valuable tool in tracking and assessing the amount and types of property in the possession of contractors. Based on numerous changes in the CPMS, as a result of personnel reassignments, contract transfers, etc., it is necessary to review and correct information in the CPMS to maintain the system's data integrity.
- Each Property Administrator is tasked to review the CPMS data for their assigned cage codes and ensure the following data fields, at a minimum, are accurate:
 - Cage Code
 - Contractor name and location
 - Contract number
 - Business type
 - Assigned Property Administrator name and telephone number
- The District Headquarters (East, West and International) will provide specific directions to the Contract Management Offices (CMOs) on how corrections will be input into CPMS.
- All changes are to be completed by July 20, 2000.
- In addition the Property Administrators are to ensure that the following fields on the DD Form 1662 submissions for FYOO are accurate when input into CPMS
 - Contract Purpose
 - Property Location (do not enter "various". Enter major locations first to fill field and then "various" if field is not large enough to accommodate all locations)
- PLAS Code 102 Property Control System Analysis should be used for this effort.

Point of Contact for Further Information:

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